

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JULY 23 – 27, 2012

MONDAY, JULY 23, 2012

*8:30 a.m.	Community Options Program Planning Committee	Board Rm B, Sophie Beaumont 111 N. Jefferson Street
*1:30 p.m.	Solid Waste Board	Port & Solid Waste Office 2561 S. Broadway
*3:00 p.m.	Housing Authority – Special Meeting	Room 604, City Hall 100 N. Jefferson Street
*6:00 p.m.	Land Conservation Subcommittee <i>Tour at 5:30 p.m. – See Agenda</i>	Room 161, Ag & Extension Ctr 1150 Bellevue Street
*6:15 p.m.	Planning, Development and Transportation Committee <i>Tour at 5:30 p.m. – See Agenda</i>	Room 161, Ag & Extension Ctr 1150 Bellevue Street

TUESDAY, JULY 24, 2012

(No Meetings)

WEDNESDAY, JULY 25, 2012

*6:00 p.m.	Human Services Committee	Room 200, Northern Building 305 E. Walnut Street
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THURSDAY, JULY 26, 2012

*5:00 p.m.	Administration Committee	Room 200, Northern Building 305 E. Walnut Street
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FRIDAY, JULY 27, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, July 23, 2012 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street, Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of May 21, 2012
5. Updates
- * Family Care update
COP update
CIP update
6. **Closed session**--Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (two requiring vote; four information only)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

INTERIM PORT & SOLID WASTE DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday, July 23, 2012

1:30 p.m. at the Port and Solid Waste Office
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – Meeting Minutes of June 18, 2012
5. 2013 Budget - Request For Approval
6. Fund Balance Description Resolution – Request For Approval
7. Hazardous Waste Disposal Contractor RFP – Request For Approval
8. Solid Waste Management Services Agreements - *Update*
9. Pilot Leachate Recirculation - *Update*
10. Director's Report
11. Such other Matters as Authorized by Law
12. Adjourn

Dean R. Haen
Interim Port & Solid Waste Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

SPECIAL MEETING

AGENDA

BROWN COUNTY HOUSING AUTHORITY

Monday, July 23, 2012, 3:00 p.m.

City Hall, 100 N. Jefferson Street, Room 604

Green Bay, WI 54301

MEMBERS: Tom Diedrick – Chair, Rich Aicher – Vice Chair, Darlene Hallet, Ann Hartman, Michael Welch

OLD BUSINESS:

1. Discussion and possible action regarding the expiring HCV Contract between BCHA and ICS, which expires as of December 31, 2012.

Closed session deliberation and possible action regarding the expiring HCV Contract between CHA and ICS which expires as of December 31, 2012. Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting or other specified public business, whenever competitive or bargaining reasons require closed session. The Authority may thereafter reconvene in open session pursuant to Wis. Stat. § 19.85(2), to report the results of the closed session and consider the balance of the agenda.

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, July 23, 2012

TOUR @ 5:30 p.m.

Meeting 6:00 p.m. (PD&T to Follow)

Room 161, Ag & Extension Center

1150 Bellevue Street

**TOUR of Land & Water Conservation Department
and UW-Extension @ 5:30pm**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Land Conservation Subcommittee of June 25, 2012.

Communications

1. Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. *Referred from July County Board.*

Land Conservation

2. Land and Water Conservation Department Budget Update June 2012 (to be distributed at LCC meeting).
3. Such other matters as authorized by law.
4. Adjourn.

Norb Dantine, Jr., Chair

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, July 23, 2012

TOUR @ 5:30 pm

Approx 6:15 pm (To follow Land Con Mtg)

Room 161, Ag & Extension Center

1150 Bellevue Street

TOUR of Land & Water Conservation Department and UW-Extension @ 5:30pm

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of June 25, 2012 & Special Meeting July 9, 2012.
-
1. Review minutes of:
 - a. Harbor Commission (May 14, 2012).
 - b. Solid Waste Board (May 21, 2012).
 - c. Transportation Coordinating Committee (March 12, 2012).

Communications:

2. Communication from Supervisor Evans re: Brown County provide adequate land on the County Campus, located by the Jail and CTC, to the Medical College of Wisconsin. *Held for one month.*
3. Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. *Referred from July County Board.*

PUBLIC HEARING:

Obtain public comment regarding a request for a shoreland wetland map amendment in the Town of Eaton on parcel E-511.

Planning and Land Services

Land Information (no items)

Planning Commission

4. Budget Status Financial Report for May, 2012.

Property Listing

5. Budget Status Financial Report for May, 2012.
6. Distribution of 2011 Annual Report.

Zoning

7. Budget Status Financial Report for May, 2012.
8. Discussion and Action regarding a request for a shoreland wetland map amendment in the Town of Eaton on parcel E-511.

UW-Extension

9. Budget Status Financial Report for May, 2012.
10. Update at Emerald Ash Borer and related horticulture issues due to weather conditions.
11. Director's Report.

Airport

12. Airport 2013 Five-year Capital Improvement Plan (CIP).
13. Budget Status Financial Report for June, 2012.
14. Airport Parking Operations and Management RFP – Request for Approval.
15. Director's Report.

Port and Solid Waste

16. Port & Solid Waste 2013 Five-year Capital Improvement Plan (CIP).
17. Resolution re: Reclassification of the Director of Port and Solid Waste Position. *Held for one month.*
18. Resolution re: Establishing Port and Solid Waste Department Designated Fund Descriptions.
19. Resolution re: Support for the Great Lakes Small Harbor Coalition.
20. Transportation and Final Disposal of Hazardous Wastes RFP – Request for Approval.
21. Director's Report.

Public Works – Facility Management

22. Public Works 2013 Five-year Capital Improvement Plan (CIP).
23. Summary of Operations.
24. Facility Management Division – Projects over \$25,000 - Projects Summary & Bid Tabulations:
 - a. Asphalt Parking Lot Replacement at Courthouse Bid Tabulation – Request for Approval.
 - b. Replace Roof on Work Release Center – Request for Approval.
 - c. Rooftop A/C Equipment at Law Enforcement Center Bid Tabulation – Request for Approval.
 - d. 2nd Floor Renovations at Law Enforcement Center Bid Tabulation – Request for Approval.
 - e. 3rd Floor Decorative Plaster Repairs at Courthouse Bid Tabulation – Request for Approval.
25. Director's Report.

Register of Deeds

26. Budget Status Financial Report for May, 2012.

Other

27. Audit of bills.
28. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, July 25, 2012

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 27, 2012.

Comments from the Public

Report from Human Services Chair

1. Review Minutes of:

- a. Aging & Disability Resource Center of Brown County (July 11, 2012).
- b. Board of Health (January 10, 2012 and March 13, 2012).
- c. Children with Disabilities Education Board (May 22, 2012).
- d. Veterans' Recognition Subcommittee (June 19, 2012 and July 17, 2012).

Communications

2. Communication from Supervisor Dan Robinson re: Request that the Human Services Committee consider merging the Human Services Committee and Human Services Board. *Referred from July County Board.*
3. Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. *Referred from July County Board.*

Veterans Services

4. Director's Report.

Aging & Disability Resource Center

5. ADRC Summary Report – Fiscal Year to Date June, 2012.

Human Services Department

6. 2013 Five-year Capital Improvement Plan.
7. Budget Adjustment Request (#12-59).
8. Executive Director's Report.
9. Overview of Child Protection.
10. Financial Report for Community Treatment Center and Community Programs.

11. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
12. Approval for New Non-Continuous Vendor.
13. Request for New Vendor Contract.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.
 - a. Discussion regarding setting the date for the Human Services Budget Meeting.

Patrick Evans, Chair

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Kris Schuller, Vice Chair

David Steffen, Thomas De Wane, Tim Carpenter

ADMINISTRATION COMMITTEE

Thursday, July 26, 2012

5:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of June 28, 2012 & Special July 9, 2012.
1. **Review Minutes of:**
 - a. Housing Authority (May 21, 2012). *Held for one month to have representatives of the Brown County Housing Authority come before the Administration Committee.*

Communications

2. Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. *Referred from July County Board.*

Information Services

3. Budget Status Financial Report for May, 2012.
4. 2013 Five-year Capital Improvement Plan.
5. Director's Report.

Department of Administration / Human Resources

6. Human Resources Budget Status Financial Report for May, 2012.
7. Human Resources Activity Report for June, 2012.
8. Administration Budget Status Financial Report for May, 2012.
9. Administration - 2012 Budget Adjustment Log.
10. Administration - Government Financial Officers Association Certificate of Recognition for Budget Preparation.
11. Administration - Review of Purchasing Policy. *Held for one month.*
12. Director's Report.

Child Support, Corporation Counsel, County Clerk, Treasurer – No agenda items.

Other

13. Audit of bills.
14. Such other matters as authorized by law.

Steve Fewell, Chair

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JULY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Ed & Rec 5:30 p.m.	3		5	6	7
8	Spc Admin 5:00 pm Spc PD&T 5:45 pm Exec Cmte 6:00	10	11	12	13	14
15	16	Vet's Recognition 5:00 pm	Board of Supervisors 7:00 pm	Facility Masterplan 5:15 pm	20	21
22	Land Con 6 pm PD&T 6:15 pm	24	Human Svc 6:00 pm	Admin 5:00 pm	27	28
29	30		31			

AUGUST 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5:30 pm	Ed & Rec 5:30 pm		
5	Executive Cmte 6:00 pm	7	8	9	10	11
12	13	Veterans Recognition 5:00 pm	Board of Supervisors 7:00 pm	16	17	18
19	20	21	Human Svc 6:00 pm	Admin 5:00 pm	24	25
26	Land Con 6:00 pm PD&T 6:30 pm	28	29	30	31	

BROWN COUNTY COMMITTEE MINUTES

- Aging and Disability Resource Center Board Meeting (July 11, 2012)
- Harbor Commission (May 14, 2012)
- Library Board (June 21, 2012)
- Solid Waste Board (May 21, 2012)
- Veterans Recognition Subcommittee (July 17, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

July 11, 2012

PRESENT: Keith Pamperin, Lisa Van Donsel, Beth Relich, Joan Swigert, Pat Finder-Stone, Steve Daniels, Bill Clancy, Marvin Rucker, Donajane Brasch, Libbie Miller

EXCUSED: Tom Diedrick, Pat Hickey, Barb Robinson

ALSO PRESENT: Devon Christianson, Christel Giesen, Kinsey Black, Debra Bowers, Laurie Ropson, Mary Schlautman, Tina Brunner, Tina Whetung, Diana Brown, Lisa Conard, Beckie Pinnow

PLEDGE OF ALLEGIANCE.

Mr. Pamperin called the meeting to order in Chairperson Diedrick's absence at 8:35 a.m.

ADOPTION OF AGENDA: Ms. Miller moved and Ms. Brasch seconded to adopt the. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were made by those present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 24, 2012: Ms. Van Donsel moved and Ms. Miller seconded to approve the minutes of the regular meeting of May 24, 2012. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

- A. **REVIEW AND APPROVAL OF THE APRIL 2012 FINANCE REPORT:** Ms. Bowers reported the preliminary June financial report. She indicated that all of the June expenses have not been received as yet. Mr Rucker asked about the large surplus of revenue going into this month. Ms Bowers reported that several grant allocations are received in bi-annual amounts that will be expended over the following 6 months. They will balance at the end of the year.

Ms. Miller moved and Ms. Finder-Stone seconded to approve the June 2012 Finance Report. **MOTION CARRIED.**

- B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board Members reviewed the Restricted Donations of \$15.00 in memory of Bette Zellner.

Ms. Van Donsel moved and Ms. Brasch seconded to approve the Restricted Donations. **MOTION CARRIED.**

REVIEW AND APPROVAL OF DRAFT COUNTY BUDGET: Ms. Christianson walked through the preliminary draft 2013 budget information that was provided. She indicated that 2012 has been a year of challenges and opportunities for the Aging & Disability Resource Center of Brown County. When we move to Family Care our roles will increase and we need to plan for this. Since the caps have been lifted, we need to prepare for this event. However, the timeline is still unclear. In past years staff has been added to the I&A department, going forward we want to build other units. Some ADRC initiatives and priorities, as indicated on Executive Summary, for 2013 include:

Efficiency Focus: In 2012 the ADRC invested in solar power microinverters, applied tinted film to our atrium glass roof, and rebalanced our venting systems. These investments have created energy savings and improved efficiencies. The 2012 budget reflects capturing as much medical assistance revenue as possible, reduced utility expenses due to the above mentioned green initiatives, reinvesting

in our nutrition program, reduced paper and postage costs due to implementing an electronic newsletter, and broadening our prevention programs.

Nutrition Program: The ADRC received a generous restricted donation for 2013 to support the evaluation and modernization of our meal sites, particularly in the rural locations of Denmark and Pulaski. Our goal is to attract younger participants, refocus our programs, and engage the baby boomer population. By attracting people early on, we can ensure they are eating healthy, planning for the future, and being connected to the resources available in the community to prevent long term care needs. We intend to contract with a limited term employee to conduct an asset assessment of these rural communities, explore the interests of current attendees, and mobilize informal and volunteer support at these sites. The goals are to increase participation and reach isolated adults who are at risk of falls and institutionalization. We anticipate, once these community assets and interests are explored, connections made, and local groups and organizations are mobilized, our current staff will be able to sustain the anticipated progress.

Prevention: Prevention is key to creating the cost savings needed to continue the expansion of Family Care. We intend to bring our Limited Term Employee (LTE) Prevention Coordinator position onto the table of organization as a demonstration to our commitment to prevention activities. Medication management falls prevention, managing chronic conditions, enabling caregivers to continue their complicated and stressful roles, exercise and healthy eating habits are all prevention activities currently supported through the ADRC and need to be capitalized on and expanded.

Financial Accounting Program: In the past ten years, the ADRC has successfully captured additional revenue sources including Medicaid and State/Federal grants. Along with this has come increased complexity in our funding sources and their requirements; we have doubled our staff and responsibilities, and expanded our services while at the same time reduced our dependency on county levy as a percentage of our budget. We recognize that our single accounting position has been tasked with managing this rapid expansion and been stretched beyond reasonable measure. We intend to add 1 FTE Accounting Clerk position to assist in increasing our efficiencies through transition to electronic records, the New World Logos accounting software, and maximizing Medicaid time reporting. The current Accountant will be relieved of clerk activities to better use her talents in strategic planning, policy development, and budgeting. This new position will also allow for improved internal controls over monetary receipts and disbursements. The Accountant position is also currently being reviewed by Human Resources for consideration of reclassification.

Disability Benefit Specialist (DBS) and Volunteer Benefit Program: The increasing aging population and complexity of benefit programs require the ADRC to find more effective ways to manage the growing contact volume in the Benefit Specialist Program. Increasing our .5 FTE Disability Benefit Specialist position to 1 FTE will maximize the use of this position. It will also allow for additional planning to occur to develop a Volunteer Benefit Specialist Program and increase our capacity. The Volunteer Program will allow the ADRC to provide additional group education programs and make additional support available during the busy annual Medicare Part D prescription drug enrollment periods. This position will produce high Medicaid revenue.

Position Changes:

Additions:

- 1 FTE Accounting Clerk
- .5 Disability Benefit Specialists (increasing .5 position to 1 FTE)
- .5 LTE Nutrition Outreach Positions

Modifications:

- 1 LTE to FTE Prevention Coordinator
- Re-classification Accountant Position

Deletions:

- .5 Clerk II
- .5 Prevention Clerk – Grant Funded, Grant Funds ending

.5 MIPPA Outreach LTE – Grant Funded, Grant Funds ending

Ms. Christianson walked through highlights from the draft budget line items and summarized some of the major changes. The overall expenses have increased for 2013 but are offset by additional Medical Assistance revenue, private donations and nutrition program donations.

Mr. Pamperin commented on the increased budget for Salary Expense thinking it may be for the increase positions and in wages for current employees. Ms. Christianson indicated that we follow the County administration's decision on salary increases and for several years there have been no increase to wages. The board commented on the challenge to maintain quality staff without any increase in compensation. Ms. Christianson explained the high quality staff are very dedicated to the agency mission and we are very grateful for their longevity as it truly contributes to quality programs we have.

Ms. Christianson mentioned that under Food Costs the previous vendors pricing is included in the budgeted amount as a safety net. The current vendor is still working though a 30 day notice to end the contract. The ADRC is hopeful that the benchmarks will be met, but is it responsible to collect more than 30 days of improvement before budgeting at the lower rate.

There were no decreases to our contracts.

Medical Assistance Claiming will generate overall additional \$127,000 and \$40,000 of that will come from the Benefit Specialists.

The 2013 budgeted revenue and expenses balance.

Ms. Miller moved and Ms. Brasch seconded to approve the Draft County Budget. **MOTION CARRIED.**

RED CROSS REPORT ON FEE INCREASE: Beckie Pinnow, American Red Cross, asked for approval of a rider fee increase from \$2.00 to \$3.00 per ride. The expected start date would be September 1. Right now the majority of their riders are being invoiced for their rides and 16% are either behind on payments or do not contribute toward the ride at all. There is a waiver program for those who can't afford the fee, based on their income. The Red Cross makes sure their volunteer drivers are picking up multiple people at the same locations and in the same areas so they are not making extra trips or putting on extra miles. She showed great appreciation for their volunteers and said they couldn't do it without them. Prepaid punch cards for riders is an option and will be utilized to a greater degree with this change in payment.

Ms. Van Donsel moved and Ms. Finder-Stone seconded to approve the American Red Cross Rider Fee Increase. **MOTION CARRIED.**

NEW CURATIVE REPORT: Diana Brown, NEW Curative, explained that they will be making a recommendation to their board for a fee for service model. One program will still be on a donation basis and the rest will be a fee for service. The current rate has been \$25/day. There will be some flexibility to reduce or waive the fees based on participant's income. The raise in fees hopes to create more revenue and reduce the deficit. Ms. Brown said she will continue to come to the ADRC board meetings and report on the progress. The current NEW Curative President, John Bloor, has resigned and is moving to a new agency in West Bend. Ms. Brown will assume the role as president until the position is filled.

AGING UNIT PLAN AND LISTENING SESSIONS REPORT: Ms. Christianson thanked the board members for attending the Listening Sessions. The core needs identified were:

- ❖ Transportation – easy access, no waiting, expanded service
- ❖ Staying Connected, engaged and giving back
- ❖ Good nutrition
- ❖ Expressing themselves artistically

- ❖ Staying Active: mind and body
- ❖ Access to Resource Information: in home help and support to stay home
- ❖ Access to adaptive aides
- ❖ Tackling Ageism

Ms. Christianson noted that she will bring the smart goals being created for the three year Aging Plan to the next meeting.

ARAMARK CONTRACT UPDATE: Since the letter was sent to Aramark on June 13, giving them a 30 day notice to improve the food service being provided to the ADRC, there have been no complaints and the food has been remarkably good. Delivery times have greatly improved as well. They have made huge efforts to improve their process. Ms. Christianson asked the board for approval to send a letter to Aramark, after the 30 days are up, saying that they have met their benchmarks, we feel they have satisfied the 30 day requirement for improvement and we expect this level of service to continue. If not, we have the right to terminate their contract at any time. Brown County Corporation Counsel is reviewing the letter and Ms. Christianson will send this out once complete.

Ms. Finder-Stone moved and Ms. Relich seconded to authorize a letter to be sent to Aramark.

MOTION CARRIED.

FAMILY CARE UPDATE: Ms. Christianson reported that the Long Term Care Council met yesterday and mentioned that Ms. Finder-Stone presented on the Regional Advisory Committees of the ADRC and did a wonderful job. The Department of Health Services will report in August to the Legislative Audit Committee on the Sustainability initiatives managed by the State. This report will help inform the legislature about the possibility of expansion of Family Care. It is projected that it will take 16-18 months before we could see expansion to the Brown County area. Mr. Rucker commented that he is unsure if Family Care will be able to remain sustainable.

DIRECTOR'S REPORT: Ms. Christianson recognized Ms. Brunner for receiving a Certificate of Excellence from the Wisconsin Elder Benefit Specialist Program at a regional meeting this past month. Ms. Brunner has been a recipient in past years as well and is well recognized around the state as a highly skilled Elder Benefit Specialist.

Ms. Christianson also recognized Ms. Finder-Stone who was the winner of the 2012 Meg McLane Award for Advocacy. She was nominated as the "Advocate Extraordinaire" in professional and volunteer organizations, having generously shared her leadership and advocacy talents with others.

Ms. Christianson also asked Mr. Daniels to report on his recently published book titled "Harry a Teenage Mass Murder" which will be available at Barnes & Noble this fall. Mr. Daniels explained the nature and content of the book and the local flavor and history.

LEGISLATIVE UPDATE: Mr. Pamperin commented on the 31st vote on the Affordable Healthcare Act.

ANNOUNCEMENTS: None

NEXT MEETING DATE: August 23, 2012: The next Board of Director's Meeting is scheduled for Thursday, August 23, 2012.

ADJOURN: Ms. Van Donsel moved and Ms. Relich seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:26 a.m.

Respectfully submitted,

Kinsey Black, Clerk

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN HAEN

INTERIM PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, May 14, 2012**
at the Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by Vice-President Dickman at 11:30am.

2) Roll Call:

Present: Vice-President Craig Dickman
Commissioner Ron Antonneau
Commissioner Bill Martens
Commissioner Hank Wallace
Commissioner Bernie Erickson
Commissioner John Hanitz
Commissioner Greg Flisram

Excused: President Neil McKloskey
Commissioner Tom Klimek

Also Present: Dean Haen, Brown County Port & Solid Waste
Mark Walter, Brown County Port & Solid Waste

3) Approval/Modification – *Meeting Agenda*

A motion to approve the agenda was made by John Hanitz and seconded by Hank Wallace. Unanimously approved.

4) Approval/Modification – March 12, 2012 Meeting Minutes

Bill Martens noted that on page 3 of the March 12, 2012 minutes the amount under Item 9 of Renard Island closure work should be noted as \$259,000 not \$259,0000.

A motion to adopt the March 12, 2012 meeting minutes as amended was made by Bill Martens and seconded by Greg Flisram. Unanimously approved.

5) Renard Island

a.) Consideration for Advancing Closure of Renard Island – Request for Approval

Due to changes in the grant program eligibility criteria, Renard Island closure activities are no longer eligible for GLRI funds. Enclosed in the packet distributed was a document detailing a consideration for advancing closure activities. An audit of the Bay Port facility had determined that we have over-collected \$300,000 in tipping fees at Bay Port from the federal government.

An audit is completed every five years in order to get the tipping fee consistent with actual costs and to determine if any money is due to or from the Corps. A majority of the Bay Port costs involved dredge material management and moving when it is dry to a storage cell. Renard Island has WDNR closure deadline of June 2013.

The proposed solution to advance closure activities is instead of charging the Corps a tipping fee this year and then paying Brown County, Brown County charges a \$0 tipping fee in exchange from the money that would have otherwise been paid to Brown County, be paid to a contractor moving material from Bay Port to Renard Island. The contractor will be Corps assigned to excavate dredge material out of Bay Port and move it to Renard Island as part of the closure. Closure is in need of about \$3 million worth of work at Renard Island. This effort would close the gap.

Based on current conditions and the current process, the June 2013 deadline set by the WDNR for closure of Renard Island will not be met. This effort will also help with our application to request an extension on the deadline.

The Corps is legally responsible for the closure of Renard Island however they have thus far been lagging on that closure. Consequences for failing to meet the deadline of closure include the fact that Brown County is the lakebed holder and the State could sue the County, which could result in a County funded closure solution. The State has always implied to Brown County that the County is ultimately responsible for the Renard Island closure, regardless of the agreement from the Corps even though they are the organization accountable for it.

This plan needs approval from the Harbor Commission and then will proceed to the County Board Planning, Development and Transportation Committee for approval. The plan needs to be advanced with two contingencies 1.) Seek the endorsement of the Corps of Engineers on this plan 2.) Brown County contacts the WDNR for extension of deadline to avoid additional liability that could be created through this action.

A suggestion was made to make a point to communicate to the offices of Congressman Ribble, Senator Kohl, and Senator Johnson indicating that this is a creative way that a local government is helping solve a national issue, including good fiscal management.

In 2011, the GLRI grant received by Brown County resulted in 259,000 cy of material hauled to Renard Island. The Federal Government paid tipping fees for this material, that was eventually moved to Renard Island that will result in Brown County having further over-collected funds from the Federal government when the next five-year audit is conducted. If this consideration is successful, the opportunity exists to doing the same thing over the next couple of years.

This consideration is fiscally neutral and demonstrates progress and if successful could be implemented in subsequent years to ultimately close Renard Island.

A motion to approve moving forward on this plan was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.

b.) GLRI Grant Final Report – Update

A copy of the report that was sent to the EPA on the work completed on Renard Island in the period from January 2011 through March 2012 was included for review. The project was

completed in February. The drawings included with the agenda showed the changes in elevation on the island over the course of the project.

A motion to accept and place on file was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.

6) Cat Island Chain Restoration Project
a.) GLRI Bid – Request for Approval

A bid tabulation report for beginning the construction of the wave barrier/access road to Cat Island was presented to the Commission. Peters Concrete was the successful bidder based on their bid to build 3,918 feet of wave barrier. The low bid was based on which construction firm would be able to go the farthest with the \$1.3 million in funds available. Their bid equates to 2,000 more feet and 33% greater distance than originally estimated by the Corps. Based on the Renard Island work, Brown County is also comfortable with the quality of work that Peters has completed in the past.

Foth is doing the engineering and design work on this project. Surveys need to be done on a continuous basis. One person from Brown County will be on-site full time for the duration of the project. The Corps also wants a topographic survey done of Lineville Road prior to construction and hauling due to the fact that they believe the road will fail with the increased construction traffic. The County will be documenting the existing conditions of Lineville Road and Bay Shore Drive. At the end of the project, the Corps does have plans in place as part of their bid to resurface Lineville Road.

A motion to approve the GLRI project bid Award to Peters Construction was made by Ron Antonneau and seconded by Greg Flisram. Unanimously approved.

b.) Project Partnership Agreement – Update

The draft Project Partnership Agreement (PPA) and County resolution were handed out at the meeting. The PPA establishes the relationship between Brown County and the US Army Corps of Engineers to build Cat Island along with its long-term operation and maintenance. Brown County has grant money and other funds for this project which will be used to provide stone to the Corps as an in-kind contribution for the project. Brown County may need to provide an additional 10% of the remaining cost in cash, which can be paid over 30 years and payable by future collected Harbor Fees and/or Harbor Dredging Fees. The County would meet that obligation up front since the funds are available over the next five years.

An advisory committee is providing management input for the Cat Island project since it will take 30 years to fill it. It is managed by consensus though a vote may be taken if consensus is not reached. This advisory committee consists of staff from Brown County Port & Solid Waste, WDNR, US Fish and Wildlife Service, Corps, and a citizen representative as voting members with other stakeholders serving in an advisory capacity. This mix provides good flexibility for management of the chain.

Next month staff will request approval from the Harbor Commission on the documents. In the meantime, staff requested the Harbor Commissioners review the draft documents and provide any comments prior to the May 21 Planning, Development and Transportation Committee takes action on the item.

c.) WDOT Stone Bid – Update

Foth has put a draft bid together for procurement of stone that is in review by the Corps. The concern in the bid process is how to factor in transportation of stone from the quarry to the project site while selecting the low bid. The County will only be paying for the stone, not hauling. The Corps will be paying for the transport cost because they want to have control over the flow of incoming stone material. The bid offer will be out in June and awarded in July for construction to begin in August.

7) WI Coastal Management Program Grant for Port Opportunity Study – Update

The Brown County Planning Department received a grant to update the Port Opportunities Study which was done in 2004. This type of study takes a look at the river and all adjacent properties and identifies needs and costs of these properties in order to do business via the riverfront. The study will also look further inland to include properties such as the Bylsby property which can be connected by pipeline or intermodal methods of expanding port business further inland.

8) Director's Report

Legislative updates are included in the packet. Annual Harbor maintenance tax will hopefully pass as part of the Federal highway bill. A short sea shipping bill is in the works that will be the conduit for getting containers moved through the Port of Green Bay. New County Board assignments for committees are also included in the packet.

The April Port Symposium had a good turnout. Dean Haen is considering a change of venue for next year's event for variety and has been researching locations that have good access to the waterfront with consideration being given to the new Children's Museum. Ron Antonneau suggested the possibility of even holding the event in a conference center at one of the terminal operator locations.

9) Tonnage Report – Request for Approval

Despite opening up shipping operation early this season in March, April tonnage report was slow. The cause was unknown, however, this month, there has now been a greater influx of incoming cargo. The 2011 shipping season closed out being up approximately 26%. This coming shipping season will not see as much salt shipped in due to our mild winter this past season.

A motion to approve the tonnage report was made by Ron Antonneau and seconded by Bernie Erickson. Unanimously approved.

10) Audit of Bills

A motion to approve was made by Bill Martens and seconded by John Hanitz. Unanimously approved.

11) Such Other Matters as Authorized by Law

None at this time.

12) Adjourn

A motion to adjourn was made by Ron Antonneau and seconded by Bernie Erickson. Unanimously approved. Meeting adjourned at 12:30 pm.

Neil McKloskey, President
Harbor Commission

Dean Haen, Interim Director
Port & Solid Waste Department

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 21, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine St., downtown Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

EXCUSED: DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, and PAUL KEGEL

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Pat Williams (County Board Supervisor), Dave Hjalmsquist (Information Services Director) and Kevin Raye (Brown County Information Services).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Buboltz seconded by Wagner, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the May 17 or June 12 minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

An email was received from Kevin Brennan (B.C. Human Services) complimenting Molly Senechal, children's librarian at the East Branch Library, for her friendliness and knowledge.

OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook asked about the progress of quality of assistance. K Raye is looking at the end of next week for implementation. This would help control streaming video and the resources used. Personal wireless printing for patrons is nearly complete. The temporary administrative rights that were given to staff during an upgrade were helpful. K. Raye and L. Stainbrook will discuss the possibility of this happening again. Pulaski's T1 phone line is the issue with printing large files because each print job has to leave the site, travel to a central print server downtown and then be sent back to Pulaski. This is not an issue with fiber locales. L. Stainbrook asked about WiscNet for improved Internet service. Connection to the site is the issue. The NEWCAN (universities, municipalities) consortium is a group that meets about sharing resources. NSight, who services Pulaski and Green Bay, was at the last meeting. There might be an opportunity to connect networks since their tower is very close. K. Pletcher thought they could put value on service and use it as a tax deduction and donate it to the library. L. Stainbrook will confirm with the village that there are no other plans for the library building for at least another 5 years. There is also fiber at Mason and Main streets in Green Bay which gives potential for a connection at the East Branch. K. Raye will get an estimate on running fiber to the East and Pulaski branches.

The issues with RFID at Southwest Branch are not IS related. The vendor believes there is some kind of electronic interference. Testing for troubleshooting has been postponed for summer.

D. Hjalmsquist stated he looks forward to working with the library. L. Stainbrook served on the interview team that selected the I.S. Director and noted that she was very impressed with Dave.

D. Hjalmsquist and K. Raye left the meeting at 6:24 p.m.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

K. Pletcher handed out a document distributed at a special meeting for county board supervisors about the Central Renovation. P. Williams stated he learned a lot on the Central Library tour Lynn S. took him on – including that some areas are claustrophobic. He liked the information that has been presented and is looking forward to comparisons of other library systems with similar populations; wonders what the library's realistic needs are for the next 20 years; wants to understand the whole system and its needs; other funding options; and what the board can do. He wants to make board successful. Williams also commented that he thought the discussion at the special meeting was great. K. Pletcher updated the Board on the special meeting. Supervisor Van Dyck is concerned that supervisors have control of project. K. Pletcher reviewed the project's background, RFP scope and approval process (Planning and Facilities Monday night, June 24; Administration on Wednesday night June 26; Ed & Rec on July

2; Executive Committee July 9; and County Board July 18). The RFP review and Selection Committee is tentatively comprised of Pat Wetzel, Doug Marsh; Chuck Lamine; Kathy Pletcher and Lynn Stainbrook. If passage through all committees takes place, the RFP will be posted on July 20 with responses due on August 13. After a period of review and evaluation the intent to award is set for August 30 and the contract signing on September 14.

It is at that time when the design process can begin. A project management team for design will include Supervisors Erickson and Dantine (Development, Planning & Facilities); Supervisors Van Dyck and Hoyer (Ed & Rec); John Hickey and Kathy Pletcher (Library Board); Lynn Hoffman (Library staff); and others to be determined who understand facilities and library services. This team will be responsible for maintaining the project's elements (functionality, flexibility, and technological efficiency) while reducing the cost. The Project Management team will make final decision on design.

Sue Lagerman produced Central Library Renovation bookmarks, each with a different statement about libraries, to insert in every book that gets checked out.

There is an urgency to move forward – interest is being paid on the bonded money. Things are breaking which increases the risk of emergency shutdowns.

b. Approval of RFP for Engineering and Design Services

In May, the Library Board approved the Library Director and Library Board Vice-President to work with County Purchasing to issue the RFP since the timetable didn't allow bringing it back to the Library Board for approval. Due to a change in the RFP's timetable, the Board now has the opportunity to approve the RFP. **Motion** by Buboltz, seconded by Wagner, to approve the RFP for Engineering and Design Services. **Motion carried.**

c. Other activity

The Central Library chiller failed twice on Tuesday. A temporary fix was applied until a replacement part was received two days later. The DDC expansion unit was installed at the Kress Family Branch. It is a good alternative over demand control. Very little BTUs are lost. Two-thirds of the security cameras have been installed. A condensing unit will be installed at the Ashwaubenon Branch as well as a boiler at Kress. New, efficient outdoor lighting at Kress only uses 13w as opposed to 100w power. The commercial mower and trailer have been purchased for Weyers-Hilliard. Maintenance can now accommodate three branches in less than half the time. The hot water circulation pump went out and was replaced six days later.

ACCOUNTANT'S REPORT

a. Financial Report L. Denault presented the April and May, 2012 financials. **Motion** by Pletcher, seconded by Wagner, to approve the April and May, 2012 financial reports. **Motion carried.**

b. Acceptance of Gifts, Grants and Donations **Motion** by Wagner, seconded by Van Vonderen, to approve the April and May, 2012 Gifts, Grants and Donation reports as follows:

April, 2012

Gifts & Donations

04/05/12	John Bettinger	50.00	Magazines/Films
04/05/12	Friends of Brown County Library	218.50	Every Child Ready to Read
04/05/12	Friends of Brown County Library	1,900.00	Design Work
04/05/12	Friends of Brown County Library/SEEDS	224.54	Kress Display Unit
04/19/12	Michael Wozniak - In Memory of Dorothy Wozniak	100.00	Kress Children's Materials
04/19/12	Michael Hanon - In Memory of Robert F. Hannon	1,000.00	Large Print Materials
04/26/12	Brown County Library Staff-In Memory of Gordon Kallunki	107.00	Central Children's Materials
04/26/12	Ashwaubenon Lioness	400.00	Large Print Materials
04/01/12	Ashwaubenon	8.42	Donation Box
04/01/12	Bookmobile	7.39	Donation Box
04/01/12	East	58.29	Donation Box
04/01/12	Weyers/Hilliard	23.76	Donation Box
04/01/12	Central Circulation		Donation Box
04/01/12	Kress	34.90	Donation Box
04/01/12	Pulaski	4.75	Donation Box
04/01/12	Southwest	16.00	Donation Box
04/01/12	Wrightstown	10.37	Donation Box
	Total Donations	\$ 4,163.92	

Federal & State Grants

4/30/2012	Nicolet Federated Library System	\$	75.24	Continuing Education
4/30/2012	Nicolet Federated Library System		11,004.57	Collection Development
	Total Grants	\$	11,079.81	

May 2012**Gifts & Donations**

05/10/12	Bay Area Genealogical Society	300.00	Local History Materials
05/17/12	Friends of Brown County Library	854.98	Every Child Ready to Read
05/17/12	Friends of Brown County Library	1,200.00	Design Work
05/17/12	Colleen DePouw	68.00	Adult Summer Reading Prog.
05/24/12	Mary & Sandy Bohman	75.00	Cen Adopt-A-Program
05/24/12	Mary & Sandy Bohman	50.00	East Adopt-A-Program
05/31/12	Mary & Sandy Bohman	200.00	Cen Adopt-A-Program
05/31/12	Northeastern Wisconsin Arts Council	153.00	One Book One Community
05/01/12	Ashwaubenon	15.04	Donation Box
05/01/12	Bookmobile	10.00	Donation Box
05/01/12	East	63.91	Donation Box
05/01/12	Weyers/Hilliard	29.90	Donation Box
05/01/12	Central Circulation	136.50	Donation Box
05/01/12	Kress	30.87	Donation Box
05/01/12	Pulaski	6.40	Donation Box
05/01/12	Southwest	29.75	Donation Box
05/01/12	Wrightstown	14.27	Donation Box
	Total Donations	\$	3,237.62

Federal & State Grants

5/31/2012	Nicolet Federated Library System	\$	3,544.70	Collection Development
	Total Grants	\$	3,544.70	

Motion carried.**BUDGET****a. Approval of Performance Measures, Mission Statement and Program Description**

Motion by Pletcher, seconded by Buboltz, to approve the Performance Measures, Mission Statement and Program Description as presented for inclusion in the 2013 budget with the modification to the story time sentence as suggested by C. Buboltz. **Motion carried.**

APPROVE BUDGET ADJUSTMENT NOTICE TO TRANSFER FUNDS FOR LEGAL SERVICES

Motion by Van Vonderen, seconded by Pletcher, to approve the budget adjustment notice to transfer funds for legal services associated with the employee transition plan for library employees. **Motion carried.**

REPORT OF WORK RULES COMMITTEE**a. Approve Library Supervisor Job Description**

Motion by Buboltz, seconded by Pletcher, to approve the Library Supervisor position description. **Motion carried.**

APPROVE DIRECTOR'S REVIEW PROCESS AND REVIEW FORM

C. Buboltz and K. Pletcher agreed that there the Director Position description lacked organizational structure. The content was categorized into the following responsibilities: Library Board Executive; Leadership; Communications; Planning; Human Resource Management; Facilities Management; Budget Management; Marketing; County Relations; and Community Relations. The performance review will be conducted in closed session. **Motion by** Van Vonderen, seconded by Pletcher, to approve the process and review form. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook reported that the summer meeting was at Shawano Public Library.

b. Notice of Lease Option Reducing Rental Space A letter, dated June 14, 2012 was received from Mark Merrifield, NFLS Director, notifying the Library Board that Nicolet intends to relinquish the third floor meeting room beginning January 1, 2013. Equipment and furnishings will be removed by December 31, 2012. This opt-out will result in approximately a \$20,000 loss in revenue.

PRESIDENT'S REPORT

None.

DIRECTOR'S REPORT

L. Stainbrook distributed county cross-borrowing bills info as an additional funding stream. Bills were recently sent. Memos addressed to county clerk and individual worksheets were also mailed. Confidentiality laws prevent distributing names and addresses. Reactions from other counties were mixed. L. Stainbrook had spoken with John DeBacher at DPI and followed his advice. System Directors should have been notified ahead of time and three were notified today. Oconto County has been aware of and was half expecting a bill. T. Watermolen stated that counties have saved money because Brown County has been covering it. This is only a 70% reimbursement – Brown County is still paying 30%.

Brown County Library cannot be billed in return because BCL is a county system and all Brown County residents pay library taxes. This billing is allowed under state statute. County Planning helped with the mapping of library users. By law, the amount collected cannot be deducted from the levy. The library may need to use some of these funds to cover the 2013 budget. Any excess funds could be put into a building fund.

Security measures include not working alone (at least 2 people in a building at any given time); additional security cameras; key reissuance and access control; staff awareness; locked men's bathroom on first floor at Central; and master key tracking.

Staff has been shifted to cover shortages at the Kress Family and Denmark branches.

Zinio (streaming magazines) is not yet available but is expected soon.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Van Vonderen, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:45 p.m.

NEXT REGULAR MEETING

July 19, 2012

Central Library

515 Pine Street, downtown Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary

PORT AND SOLID WASTE DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

INTERIM PORT & SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **May 21, 2012** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI

1. Call to Order

The meeting was called to order at 1:32 pm.

2. Roll Call

Present: John Katers, Chair
Ray Kopish
Mark Vanden Busch
John Kennedy
Norb Dantine
Mike Fleck
Lisa Bauer-Lotto

Excused: Mike Van Lanen
Bud Harris

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW
Chris Anderson, Foth

3. Approval/Modification – Meeting Agenda

Modify to move items 7, 8, and 9 to discussion right after item 4 during the meeting.

A motion to approve the modification to the agenda was made by Norb Dantine and seconded by Mike Fleck. Unanimously approved.

4. Approval/Modification – Meeting Minutes of April 16, 2012

Modifications to be made to the minutes are to correct that John Kennedy was absent from April 16 meeting and to note that John Katers was not able to attend the tour of the Outagamie recycling facility after the meeting.

A motion to approve the minutes of April 16, 2012 with modifications was made by Mike Fleck and seconded by John Katers. Unanimously approved.

5. 2012 Solid Waste Strategic Plan Goals and Objectives - *Request for Approval*

Set of goals and objectives for various areas of the Solid Waste side of the department, broken up by the categories indicated in the document provided in the meeting. The Facility Managers have identified these ideas and are looking for approval or suggestions from the board on what to move forward on first or in order of priority. These ideas are not listed in any order of importance. It was suggested by the board to revise the list to order the items by most important issues first and then in descending order.

The Stakeholders Meeting is coming up on June 21. The Board discussed to make sure of certain key people that are invited to this event.

Recycling Area points were covered which included existing and proposed additional sorting capabilities at the MRF.

The Household Hazardous Waste area is seeking to become more self-sustainable through changes in the current program. There are several current competitors in the HHW market, one of which is Veolia which covers all 72 counties in Wisconsin whereas Brown County's program covers three counties.

In the general solid waste area, fund reserves state how the department is working towards getting full value for what is being collected and stabilizing funds.

Enhancing customer service involves efforts such as cross training of staff and updating the website, which is already in process.

A motion to approve was made by Norb Dantine and seconded by Ray Kopish. Unanimously approved.

6. Commercial Recycling Agreement – *Request for Approval*

This is a proposed new contract for new or existing customers who would like to utilize the Brown County Solid Waste system but are looking for a better fee rate in order to award Brown County the business. This contract would run for a three-year period. This would create a greater customer base for the BOW. Planning and Development and Corporation Council have yet to approve this agreement.

Brown County Solid Waste is looking for approval from the Solid Waste Board pending approval by Corporation Counsel.

A motion to approve was made by Norb Dantine and seconded by John Kennedy. Unanimously approved.

7. East Landfill Gas-To-Energy System Analysis – Request for Approval

January analysis determined that the gas flow projections were not meeting what was expected. The Solid Waste Department initiated an action to obtain Foth to do an analysis of the other options available for better performance of the gas system. It was determined the best option is to continue as the operation that is currently being run. Once gas production begins to deteriorate, changes to the operation will then be revisited. The leachate recirculation effort that is already in place will hopefully soon be approved by the DNR as a pilot research & development operation. Gas is gained out of the leachate recirculation. The study shows a loss of money however in 2007 the Solid Waste Board borrowed money internally and is paying 5% interest. The County Treasurer invests the money and gets ½ of 1% on that money. This model is based on a return of 5% on our own money. There is no action item needed to go to the County Board on this because this plan is to continue as is. Currently one engine is running and it is operating at 85-95% capacity. After the pilot study is completed this summer, that will determine if one or more engines are needed for sufficient gas output. A Cornerstone engineer and field technician have volunteered some time to come back on site to try and troubleshoot some of these lack of production issues. They have not thus far found any solutions however.

The option to move the gas production to the West Landfill increases cost by \$1.7million so that is not a feasible operation at this time.

A motion to approve the analysis as is and no need to forward onward to PD&T Committee was made my Norb Dantine, seconded by John Kennedy. Unanimously approved.

8. Pilot Leachate Recirculation - Update

Second phase of this program is now beginning. Verbal approval from the DNR has already been received to proceed on the program. Written approval to follow. This phase II portion of the program is planned to begin in the first week of June and will run for six months. The first phase demonstrated that there were no problems in running leachate recirculation including no seeps, no pump leaks, and no piping leaks. Due to this success rate, the Phase II program will be allowed to operate seven days a week and less material will be going to the treatment plant.

Motion made to receive and place on file made by Norb Dantine, seconded by Mark Vanden Busch. Unanimously approved.

9. Household Hazardous Waste Lean Collection Event – Update

The Brown County Executive has requested that all departments do lean events. Port & Solid Waste chose HHW for the lean event. A line of people arrived for the event. The HHW employees do a combination of education, collection of materials and fees. There is a lot of communication and transaction for each individual of the department. A

streamlined process is being evaluated in order to alleviate the backlog of the long queue on the residential drop off days, which is through the lean event. Value-stream mapping helps track the stepping points in order to try to evaluate how to better streamline the process currently in place.

Seventeen items were identified as possible areas for improvement in the current process of materials intake from the public at the HHW center. Expected results and due dates are shown on the report generated from this lean event. One of the streamlining ideas mentioned is to change the weighing process of incoming materials to speed up the intake timeline. Intake of latex paints is in debate due to the costs to Brown County to recycle this material of approximately \$16,000 annually. However, seeing that this is a service to the residents of Brown and surrounding counties, it is well worth the cost, especially since it leads to the intake of other valuable recyclable materials. It also acts well as a buffer material in transport to the hazardous waste disposal company.

So far this year, HHW has seen a drop of approximately 15-20% in customers compared to last year. This drop is mainly in electronics brought into the facility; to a lesser degree in latex paint.

The lean event helped to identify five or six additional potential lean events from the Port & Solid Waste department for the future.

A motion to receive and place on file was made by Norb Dantine and seconded by John Kennedy. Unanimously approved.

10. Director's Report

Stakeholder invitations for June 21 were mailed and emailed out. The purpose of this meeting is to connect once a year not only with customers but with service providers to Brown County Solid Waste. This meeting is for all members of the solid waste system that hold the whole process together to discuss a variety of topics in relation to the wide scope of the entire system. The meeting is to be held Thursday, June 21 from 2-4pm.

A hauler's appreciation day is also in the works coming up in the near future.

Additional staffing issues have arisen recently due to shortages in staffing:

- The Department does not have a permanent Port & Solid Waste director meaning the Port Manager is serving as Interim Director and covering both positions.
- We do not have a permanent Clerk/Typist.
- One student intern had to resign due to health issues.
- The full-time Scale Operator at the Transfer Station will be out for several weeks due to knee surgery.
- One HHW staff employee has been reassigned to cover the upcoming Cat Island Chain project due to his background and experience in construction management.
- Another Port & Solid Waste employee has been reassigned to HHW to cover for that employee but will also be covering the Transfer Station scale.

A recent security issue regarding a deposit also forced the Port & Solid Waste Department to revisit the monetary policy and changes have been made for better security and additional options are being investigated.

11. Such Other Matters as Authorized by Law

Oneida Energy Inc. is now Green Bay Energy and they have applied for an amended air permit. The DNR will be going out for public comment on the new air permit which announces that the permit will be granted. However, construction will take approximately one year then operations can begin.

A motion to adjourn meeting was made by Lisa Bauer-Lotto and seconded by John Katers. Unanimously approved.

Meeting adjourned at 2.55 p.m.

John Katers, Chair
Solid Waste Board

Dean Haen, Interim Director
Port & Solid Waste Department

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, July 17, 2012 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Rosemary Desisles, Duane Pierce, Delores Pierce, Jim Haskins, John Walschinski, Joe Witkowski, Jerry Polus, Ed Koslowski, Sherry Steenbock, Donald Bettine, Becky Murkley

****Running Total of Veterans' Certificates: 1264**

1. Call Meeting to Order.

The meeting was called to order by Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY DONALD BETTINE, SECONDED BY JIM HASKINS TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of June 19, 2012.

Joe Witkowski stated he did not feel a member should be marked "excused" if they do not attend the meeting and do not call in with a valid excuse.

A MOTION WAS MADE BY JOE WITKOWSKI, SECONDED BY DUANE PIERCE TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. Discussion regarding Military Appreciation Day at Brown County Fair.

Becky Murkley, Assistant Administrator/Manager of the Fair and Ed Koslowski of the NE Wisconsin Veterans Meet and Greet attended the meeting to answer questions.

Jerry Polus provided an agenda for events at the Fair. This agenda provides for booths to be set up for Veterans organizations and VA representatives in the information tent from noon until 6:00 p.m. Polus stated that around 6:00 p.m. anyone in the tent will be encouraged to go to the ceremony which will be held on the stage. Murkley stated that they need information regarding any military vehicles that will be there before they can finalize the layout; however at this time it is anticipated that the stage will be located next to the youth exhibit hall.

Polus also had a proposed layout of the tables in the tent, although it was not finalized at this time as there still may be others who wish to participate. He hopes to have this finalized by the end of July. Polus stated the American flag as well as flags of the veterans organizations represented will be set up at the entrance of the tent. He also stated there will be two front tables at the entrance of the tent. Rosemary Desisles will be the greeter at one of the tables and will assist with getting people registered to receive certificates. She will need some help during the six hour window and Delores Pierce indicated she would be able to help. The other table at the entrance will be the door prize table where the prizes are displayed and tickets distributed. Duane Pierce and Jim Haskins will handle this.

Murkley asked about any military vehicles that would be displayed and Ed Koslowski stated that the Veterans Center will be bringing their van and Polus stated that he contacted Schneider to see if they would bring their Ride of Pride truck over and he is

still waiting for confirmation on this. Murkley stated that they can continue to work on the final layout of the area once these things are confirmed. She also stated that the Fair will provide cookies and lemonade.

Joe Witkowski asked if it would be helpful to have the benefits advocate from the Appleton VA Clinic in attendance. Polus responded that Military One Source will be there and the VA Medical Center will have two social workers coming from the Appleton Clinic who will be able to assist in enrollment as well as issues and concerns of returning veterans. The VA regional office is also coming from Milwaukee and the Wisconsin Department of Veterans Affairs and Aging and Disability Resource Center of Brown County will be available along with three veterans representatives from the Job Center.

Ed Koslowski stated that Rolling Thunder will post the American flag outside the tent but that flag will also need to be used at the ceremony. Koslowski suggested that if the horses are used in the flag posting, that the flags be picked up at the tent and then paraded to the stage area and presented to Rolling Thunder who will then post the colors.

Polus continued with the agenda and said that John Maino will act as emcee and will kick off the program at 6:15 p.m. with the posting of colors and singing of the Star Spangled Banner. He will then introduce County Executive Streckenbach who will give a brief welcome and then introduce Erickson who will talk briefly about the subcommittee and its role. The door prize drawing will follow Erickson's remarks. This portion of the program should be done by 6:30 – 6:35 p.m. and Rolling Thunder will then do their table ceremony which will last 15 – 20 minutes. At 7:00 p.m. the Air Force Band "Starlifter" will perform. After the band completes their performance, the colors will be retired.

Polus also informed the group that the Fair Board had recently voted to provide free admission to spouses as well as veterans but stated that the spouse will still need to have a ticket. This information was included in the letter sent to the veterans organizations.

Polus continued that groups should start arriving to set up booths in the tent after 11:00 a.m. Polus and Koslowski will be on hand to direct the groups to their tables, and the tables will also be marked. He also stated that he is not able to finalize a timetable for the visit to the Hall of Fame and lunch with the band at this time because he does not know the band's exact travel schedule.

Polus reported that posters and tickets had been mailed out to all area veterans organizations. He continued that he still had to get posters to NWTC, National Guard Armory, Naval Reserve Center, Army Reserve Center and the libraries. Bernie volunteered to deliver posters anywhere they needed to go. Several of those in attendance took additional posters for distribution. Polus also stated that John Maino will promote the event on the air and he will work with Bernie to make arrangements for this. Jim Haskins also stated that he had contacted the local television stations as well as the community calendar on Time Warner Cable. Haskins asked what the Fair was doing for publicity and Murkley stated that the ceremony was on their schedule and website as well as in the Fair program.

Polus suggested that the next Veterans Recognition Subcommittee be held a week early so that it occurs before the Fair. It was decided to hold the next meeting on August 14 at 5:00 p.m.

6. Report from CVSO Jerry Polus re: company store and current inventory.

With regard to the company store, Polus reported that he had ordered coffee mugs which have come in and he also ordered 36 white tee shirts which should be in after August 1. Some of these items will be used for door prizes at the Fair.

Polus also commented on the Veterans Court and stated that there is some likelihood that the Veterans Court will have a table at the Fair. He stated that there are currently four vets participating and they anticipate bringing in four to six more within the next month.

7. Report from Committee Members Present (Bettine, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).

-Donald Bettine shared an article from the Legion magazine that after a decade long battle started by the ACLU, the memorial cross in the Mojave Desert has been restored. The case was sent back to the trial court for details to be worked out and is now settled and the question has been put to rest and the veterans can restore the cross to the Sunrise Rock site, a great victory in the battle for the right to express faith in the public sphere.

-Rosemary Desisles stated that she will contact John Maino to remind him to bring background music to be played throughout the day in the tent at the Fair.

-Jim Haskins stated that he had distributed all of his Fair posters. He also stated that he had seen something on TV that a veterans golf scramble will be held on July 21, 2012 at Irish Waters Golf Course with funds raised being donated to programs for returning veterans. He also reported on the "Goodyear Gives Back" program which has a long history of supporting troops. From July 1 through August 31 Goodyear will donate up to \$250,000 to help military personnel and their families. He concluded that \$150,000 had recently been donated to veterans organizations from sales and donations at the Barrett-Jackson auction.

-Duane Pierce stated that they had a pretty successful ride at the Pearly Gates. They had at least 480 bikes and 50 hot rods. He did not have figures as to the total amount raised, but felt that it would be close to what was raised last year which was about \$50,000.

-Sherry Steenbock reported that 13 new certificates had been mailed out this month.

-John Walschinski reported that as he had mentioned at last month's meeting, he is on the ad hoc committee at the Village of Howard working on the Veterans Memorial. He stated that out of 15 presentations on the memorial, his and one other had been selected to be turned over to an architect to move forward. He was honored to put his skills to good use to help his post and honor veterans.

-Joe Witkowski mentioned an article he had seen in the paper about the Home Depot Foundation. Their associates volunteer thousands of hours to renovate homes and facilities for veteran and their families and to date have donated more than \$30 million dollars to the effort. He also stated that he had seen an article that veterans received free admission to the Seymour Speedway on July 15.

8. Such other Matters as Authorized by Law. None.

9. **Adjourn.**

**A MOTION WAS MADE BY JIM HASKINS, SECONDED BY SHERRY STEENBOCK,
TO ADJOURN AT 6:00 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary